

Instructions

Submit the completed form, along with a recent CV, to the Human Resources Manager in the Office of the Provost. Verify faculty rank and other titles at time of retirement. Approval of the Executive/Senior Vice Chancellor, Chancellor or Dean and verification of eligibility is required before submission to the Office of the Provost. The form and CV may be submitted electronically to PROVACAF@mailbox.sc.edu or in campus mail to the Human Resources Manager, Osborne Administration Building, Suite 102, Columbia Campus.

Eligible Titles

The titles below may be awarded only when formally requested and approved by the institutional chief academic officer, the president and the Board of Trustees. The Office of the Provost coordinates the review and approval of requests for the titles below for all system campuses. See also Policy [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#).

- i. The title **Distinguished Professor** shall be awarded to tenured professors who do not hold named or chaired professorships in their final year of service. Upon retirement, this title shall change to **Distinguished Professor Emeritus/Emerita**.
- ii. The title **Professor Emeritus/Emerita** normally shall be conferred on any tenured assistant or associate professor at the time of retirement.
- iii. The title **Librarian Emeritus/Emerita** normally shall be conferred on any tenured librarian at the time of retirement.
- iv. The title **Distinguished Research Professor** or **Distinguished Clinical Professor** may be awarded to clinical or research professors who do not hold named or chaired professorships in their final year of service. Upon retirement, this title shall change to **Distinguished Research Professor Emeritus/Emerita** or **Distinguished Clinical Professor Emeritus/Emerita**.
- v. The title **Research Professor Emeritus/Emerita** or **Clinical Professor Emeritus/Emerita** normally may be conferred on any research or clinical assistant or associate professor at the time of retirement.
- vi. An individual who retires from the university while an endowed chair or named professorship may have the title **emeritus/emmerita** conferred, e.g., **Carolina Distinguished Professor Emeritus/Emerita**.

Faculty Member Information

Campus Unit _____

College _____

Dean _____

Department _____

Chair/Director _____

Name of Faculty Member _____

Academic Rank/Title _____

Degree

☐ Ph.D.☐ M.D.☐ Other: _____

Date of Retirement _____

Status Preference

☐ Emeritus☐ Emerita**Recommended For** *(please check all that apply)*☐ Professor Emeritus/Emerita☐ Distinguished Professor Emeritus/Emerita☐ Clinical Professor Emeritus/Emerita☐ Distinguished Clinical Professor Emeritus/Emerita☐ Research Professor Emeritus/Emerita☐ Distinguished Research Professor Emeritus/Emerita☐ Librarian Emeritus/Emerita☐ Named Chair Emeritus/Emerita**Official name of endowed chair or distinguished professorship:
_____☐ Other (e.g., Chancellor Emeritus/Emerita, Dean Emeritus/Emerita, etc.)****Title:
_____**Approvals**

1. **Executive/Senior Vice Chancellor for Academic Affairs (USC Aiken, USC Beaufort, USC Upstate); Chancellor (Palmetto College); or Dean (USC Columbia)**

Printed Name_____
Signature_____
Date

2. **Provost's approval and request for transmittal to Board of Trustees**

Printed Name_____
Signature_____
Date

3. **President's approval and transmittal to Board of Trustees**

Printed Name_____
Signature_____
Date*Office of the Provost Human Resources:* _____